Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Team Name Shocking Engineers

Date of Submission 10/24

Meeting Date & Time Sunday 11/14 2pm

Meeting Location Discord Voice

Meeting Duration Total of 2

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Lexi Winkle | X | Actively participated |
| Adrian Schrage | X | Actively participated |
| Shaima Hussien | X | Actively participated |
| Peter Mohr | X | Actively participated |
|  |  |  |

Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

Throughout this week our team talked about the individual work package and determined the main differences between that and the team work package. We also discussed the personal product reflection and individual journal. After class on Friday, we were informed that we have the product showcase coming up quickly. On Sunday we discussed what we prototype we want on our table. We also decided what time we want to present if we get the option to choose.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Lexi: This week I met with EmberHope’s Board of Directors and got permission to place our product in their buildings. I also planned a future meeting to discuss other questions or team may have

Shaima: Discussed about raspberry pi integration with the thermal camera, and contributed in the discussion about the fall showcase plan

Peter: Discussed plans for building a work-in-progress prototype for Fall show. Specifically, displaying a message or messages on the LCD screen on the prototype during the showcase.

Adrian: I gathered all the product spec sheets and began designing a prototype case for the camera, raspberry pi, and LCD screen to fit into.

NOTES:

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Lexi | Continue communication with EmberHope and figure out steps moving forward. Assist with mechanical design | 11/14 | 80 |
| Adrian | Begin the process of mechanical design | 11/14 | 90 |
| Shaima | Advancing knowledge in the world of Python programming | 11/14 | 80 |
| Peter | Get LCD screen to display message/messages | 11/14 | 10 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

|  |  |
| --- | --- |
| Assignment | Due Date |
| Build Prototype for Fall showcase | 12/3 |
| Film product video | 12/3 |
| Create poster board/ power point | 12/3 |
| Determine location for product to be placed to being testing | Spring TBD |
| Determine when we can begin testing | Spring TBD |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

For the most part everything is running very smoothy for our team. The one issue we have run into is that our computer software needs to be changed to be compatible with the raspberry pi.

Include the schedule for the next meeting:

Meeting Date & Time

Meeting Location